



RENTON CIVIL SERVICE COMMISSION

JOB ANNOUNCEMENT

The City of Renton Civil Service Commission is accepting applications for

EMERGENCY MANAGEMENT DIRECTOR

Salary Range: \$6,927 - \$8,438 per month

Date Opened: February 28, 2007

Date Closed: March 16, 2007 at 5:00 pm

This position, which is the first of its kind in the City of Renton, offers an exciting opportunity for the right candidate to create and build a first class Emergency Planning/Disaster Preparedness program for the citizens of the City.

APPLICATION PROCEDURE:

To be considered for this position in the Fire Department, eligible Emergency Management professionals must complete a **Civil Service Application and Skill Sheet and include a cover letter and resume** and send to the Civil Service Examiner, Human Resources & Risk Management Department 1055 South Grady Way, Renton, WA 98057 which must be received on or before **5:00 pm, March 16, 2007.** Postmarks are not accepted. Faxed or e-mailed applications are not accepted.

Applications may be obtained by using the following options:

- City's website, www.rentonwa.gov. Click on "City Jobs Available" then Emergency Management Director
- Request an application via e-mail at gsloan@ci.renton.wa.us or bsandler@ci.renton.wa.us
- Visit the Human Resources & Risk Management Department on the 7th floor at City Hall; or
- Call 425.430.7650

ELIGIBILITY REQUIREMENTS:

Any combination equivalent to: A bachelor's degree in Emergency Management, Public Administration, Planning, Business Management or a related field, and three years verifiable work experience in Emergency Planning/Disaster Preparedness, Homeland Security or related field; OR a combination of experience, education, and training that would indicate the level of skills, knowledge and abilities required to satisfactorily perform the essential functions of the job. Certified Emergency Manager preferred.

NATURE OF WORK:

Under the direction of an assigned supervisor, plan, organize, supervise and control all activities of the Emergency Management Division. Implements city emergency management programs as outlined under Washington State Law RCW. 38.52. Formulates emergency plan contingencies and coordinates with various community agencies to ensure an organized and timely delivery of emergency services to protect life and property in the event of an incident or disaster. Supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

- Plan, organize and direct the activities and personnel within the Emergency Management Division.
- Direct the development and implementation of a Comprehensive Emergency Management plan for the City of Renton that will maximize all City resources and encourage participation by the residential and business communities.
- Responsible for the preparation of the department's budget to include resources, cost estimates department goals and objectives.
- Effectively manage the City's emergency management program's documentation, to include budget expenditures, grants and revenues.
- Select, direct, supervise and evaluate the performance of assigned personnel; initiate promotion, discipline and termination proceedings; review departmental performance evaluations in accordance with City policies and procedures.
- Provide creative leadership and vision for the division; analyze situations accurately and adopt effective courses of action.

(These are representative duties only which are intended to present a descriptive range of essential duties performed by employees in this classification and do not reflect all of the duties performed on the job)

APPLICATION AND SELECTION PROCEDURE:

Applicants whose experience and qualifications most closely meet the requirements of the position as determined by the application materials will be invited to participate in a competitive selection process consisting of an oral interview. The Oral Board Interview will be held on **March 28, 2007**, and will constitute 100% of the final examination score. Candidates who pass the oral interview with a **70%** or better score will be considered to move further in the selection process.

VETERAN'S PREFERENCE:

In accordance with RCW 41.04, veterans who meet criteria for Veteran's Preference and achieve passing scores on competitive employment examinations may qualify to have 5% or 10% added to their final weighted score where a ranked eligibility list is established. If claiming Veterans preference, attach a copy of page 4 of your DD 214 to the back of the application along with the Veterans Status form.



CITY OF RENTON

HUMAN RESOURCES & RISK MANAGEMENT

1055 South Grady Way Renton, WA 98055

(425) 430-7650 / JOBLINE - (425) 430-7652

EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE COMMISSION EMPLOYMENT APPLICATION

FOR HR & RM USE ONLY

DATE STAMP

NQ _____
Q _____

CAREFULLY READ THE POSITION ANNOUNCEMENT.
AN INCOMPLETE APPLICATION WILL DISQUALIFY
YOU.

PLEASE WRITE THE POSITION TITLE AS SHOWN ON BULLETIN

LAST NAME FIRST NAME MIDDLE NAME

STREET ADDRESS CITY STATE ZIP

YOUR TELEPHONE NUMBER, CELL PHONE, EMAIL ADDRESS. (INCLUDE AREA CODE AND/OR CITY)

HOME PHONE: EMAIL ADDRESS: HIGH SCHOOL GRADUATE or GED?

MESSAGE PHONE: CELL PHONE: YES NO

A VALID DRIVER'S LICENSE IS REQUIRED ONLY WHERE STATED ON JOB ANNOUNCEMENT DO YOU POSSESS OR CAN YOU OBTAIN A WASHINGTON STATE DRIVER'S LICENSE? YES NO

FOR OTHER POLICE DEPARTMENT AND FIRE DEPARTMENT POSITIONS ARE YOU 18 YEARS OF AGE? YES NO FOR POLICE OFFICER POSITIONS ARE YOU OVER 21 YEARS OF AGE? YES NO

THE LAW REQUIRES THAT ALL POLICE & FIRE DEPARTMENT EMPLOYEES, (INCLUDING CLERICAL), ARE U.S. CITIZENS. CAN YOU PROVIDE PROOF OF U.S. CITIZENSHIP IF OFFERED A POSITION IN ONE OF THESE DEPARTMENT? YES NO

HAVE YOU SERVED ON ACTIVE DUTY IN THE MILITARY SERVICES OR THE U.S.? YES NO
REGULAR RESERVE NATIONAL GUARD
BRANCH: ACTIVE DUTY DATES: PER RCW 41.04.010 CERTAIN VETERANS ARE ELIGIBLE FOR VETERANS PREFERENCE. DO YOU QUALIFY FOR THIS PREFERENCE? (ATTACH PROOF OF VETERAN STATUS) YES NO
ARE YOU CLAIMING VETERANS PREFERENCE? YES NO

COLLEGES ATTENDED: NAME & LOCATION	CREDITS EARNED	MAJOR	TYPE OF DEGREE

OTHER COURSES/TRAINING	NAME/LOCATION	LENGTH	CERTIFICATIONS

CHECK AREAS OF EXPERIENCE: Microsoft Windows Microsoft Word Microsoft Access Microsoft Excel Microsoft Powerpoint

Or any additional Software Programs:

Special Skills/Professional Licenses:

FROM (MO. & YR.)	YOUR PRESENT POSITION	EMPLOYER'S NAME	NAME OF SUPERVISOR
TO (MO. & YR.)	ADDRESS	CITY/STATE	PHONE
STARTING SALARY	REASON FOR LEAVING	PRIMARY DUTIES	
LAST SALARY EARNED			

TO THE BEST OF MY KNOWLEDGE, THE INFORMATION HEREIN IS TRUE AND COMPLETE. I UNDERSTAND THAT PROVIDING FALSE INFORMATION IN THIS APPLICATION WILL BE GROUNDS FOR ELIMINATION FROM FURTHER CONSIDERATION OR IF EMPLOYED, FOR DISMISSAL AT ANYTIME. I AUTHORIZE PREVIOUS EMPLOYERS TO FURNISH THE CITY OF RENTON MY RECORD, REASON FOR LEAVING, AND ALL INFORMATION THEY MAY HAVE CONCERNING ME. I HEREBY RELEASE THEM AND THE CITY OF RENTON AND THEIR AGENTS FROM ALL LIABILITY FOR ANY DAMAGE WHATSOEVER ARISING THEREFROM. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS IN THIS APPLICATION.

SIGNATURE:

DATE:

FORM DATE

FROM (MO. & YR.)	YOUR PREVIOUS POSITION	EMPLOYERS NAME	NAME OF SUPERVISOR
TO (MO. & YR.)	ADDRESS	CITY/STATE	PHONE
STARTING SALARY	REASON FOR LEAVING	PRIMARY DUTIES	
LAST SALARY EARNED			
FROM (MO. & YR.)	YOUR PREVIOUS POSITION	EMPLOYERS NAME	NAME OF SUPERVISOR
TO (MO. & YR.)	ADDRESS	CITY/STATE	PHONE
STARTING SALARY	REASON FOR LEAVING	PRIMARY DUTIES	
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FROM (MO. & YR.)	YOUR PREVIOUS POSITION	EMPLOYERS NAME	NAME OF SUPERVISOR
TO (MO. & YR.)	ADDRESS	CITY/STATE	PHONE
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LAST SALARY EARNED			
FROM (MO. & YR.)	YOUR PREVIOUS POSITION	EMPLOYERS NAME	NAME OF SUPERVISOR
TO (MO. & YR.)	ADDRESS	CITY/STATE	PHONE
STARTING SALARY	REASON FOR LEAVING	PRIMARY DUTIES	
LAST SALARY EARNED			

APPLICANT NAME: _____ POSITION APPLIED FOR: _____

HOW DID YOU LEARN ABOUT THIS POSITION? ☐ JOBLINE ☐ FRIEND ☐ INTERNET

☐ NEWSPAPER (NAME) _____ ☐ PUBLIC ACCESS ☐ OTHER _____

RELATIVES EMPLOYED BY THE CITY: _____ RELATIONSHIP: _____ DEPT.: _____

(HAVING A RELATIVE EMPLOYED BY THE CITY WILL NOT NECESSARILY BAR YOU FROM EMPLOYMENT.)

AFFIRMATIVE ACTION QUESTIONNAIRE

DISCRIMINATION IN EMPLOYMENT IS PROHIBITED UNDER TITLE VII OF THE CIVIL RIGHTS ACT OF 1974 AND SECTION 504 OF THE REHABILITATION ACT OF 1973. WE WOULD APPRECIATE YOUR ASSISTANCE IN GATHERING THE INFORMATION BELOW. COMPLETING THIS QUESTIONNAIRE IS ENTIRELY VOLUNTARY. THIS SECTION WILL BE KEPT SEPARATE FROM THE APPLICATION AND THE INFORMATION YOU PROVIDE WILL REMAIN CONFIDENTIAL.

PLEASE CHECK (X) THE GROUP WITH WHICH YOU IDENTIFY: MALE ☐ FEMALE ☐

WHITE ☐ AFRICAN-AMERICAN ☐ HISPANIC ☐ ALASKAN NATIVE ☐

NATIVE AMERICAN ☐ ASIAN AMERICAN ☐ PACIFIC ISLANDER ☐ OTHER NON-WHITE ☐

OTHER - PLEASE SPECIFY _____

DATE _____

SPECIAL NOTICE TO DISABLED INDIVIDUALS: IF YOU ARE A DISABLED PERSON, YOU ARE INVITED TO VOLUNTEER INFORMATION CONCERNING ANY PERSONAL, PHYSICAL OR MENTAL DISABILITY. THE PURPOSE IS TO PROVIDE INFORMATION CONCERNING PROPER PLACEMENT AND APPROPRIATE ACCOMMODATIONS TO ENABLE YOU TO SAFELY AND EFFECTIVELY PERFORM THE JOB FOR WHICH YOU ARE APPLYING. THIS INFORMATION WILL BE KEPT CONFIDENTIAL. FAILURE TO SUPPLY THIS INFORMATION **WILL NOT** JEOPARDIZE OR ADVERSELY AFFECT ANY CONSIDERATION YOU MAY RECEIVE FOR EMPLOYMENT OR LATER ADVANCEMENT IN EMPLOYMENT. IF YOU DESIRE, PLEASE STATE BELOW ANY PERSONAL DISABILITY AND YOUR SUGGESTIONS FOR ACCOMMODATIONS.



RENTON CIVIL SERVICE COMMISSION

CITY OF RENTON FIRE DEPARTMENT

This is a online form; type into the “fields” and click on the Yes or No boxes

EMERGENCY MANAGEMENT DIRECTOR SKILL SHEET


1A	Do you have a bachelor's degree in Emergency Management, Public Administration, Planning, Business Management or a related field? If “yes” please identify where you obtained your degree, and in which field:	Bachelor’s Degree:		YES		NO	
		Please identify where degree was obtained:					
		1					
		Please identify the field of study:					
		2					
1B	PLUS: Do you have at least three years verifiable work experience in Emergency Planning/Disaster Preparedness, Homeland Security or related field? If “yes” please identify where experience was gained, and the <u>total</u> number of years:	Three years experience?		YES		NO	
		Please identify <u>where</u> you gained the experience:					
		1					
		2					
		3					
		4					
		Total number of years:					
2A	OR: Do you have a combination of experience, education, and training that would indicate the level of skills, knowledge and abilities required to satisfactorily perform the essential functions of the job?	Combination?		YES		NO	
		If “yes” please list <u>where</u> you gained the experience, training and education:					
		1					
		2					
		3					
		4					
		Total number of years:					

If you responded “yes” to Question 2A, please respond to questions 2B, 2C and 2D:

2B	Please identify the types of experience you gained:	1					
		2					
		3					
		4					
		5					
2C	Please identify the types of education you gained:	1					
		2					
		3					
		4					
		5					
2D	Please identify the types of training you received:	1					
		2					
		3					
		4					
		5					
3	Are you a Certified Emergency Manager?			YES		NO	
	If “yes” when did you receive this certification?						

Applicant's Name

Date

	CIVIL SERVICE COMMISSION CLASSIFICATION SPECIFICATION EMERGENCY MANAGEMENT DIRECTOR				
	CSC CODE: 20.17	DEPARTMENT: FIRE	SUPERVISOR: FIRE CHIEF	REVISED: 1/1/07	UNION: NONE

BASIC FUNCTIONS:

Under the direction of an assigned supervisor, plan, organize supervise and control all activities of the Emergency Management Division. Implements city emergency management programs as outlined under Washington State Law RCW. 38.52. Formulates emergency plan contingencies and coordinates with various community agencies to ensure an organized and timely delivery of emergency services to protect life and property in the event of an incident or disaster. Supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

***Plan, organize and direct the activities and personnel within the Emergency Management Division.**

***Direct the development and implementation of a Comprehensive Emergency Management plan for the City of Renton that will maximize all City resources and encourage participation by the residential and business communities.**

***Responsible for the preparation of the department's budget to include resources, cost estimates department goals and objectives.**

***Effectively manage the City's emergency management program's documentation, to include budget expenditures, grants and revenues.**

***Set direction, develop programs, assign duties and establish priorities for unit workload.**

***Select, direct, supervise and evaluate the performance of assigned personnel; initiate promotion, discipline and termination proceedings; review departmental performance evaluations in accordance with City policies and procedures.**

***Establish work rules and performance standards, conduct or oversee performance evaluations to guide the development of employees.**

***Provide creative leadership and vision for the division; analyze situations accurately and adopt effective courses of action.**

***Responsible for the preparation and administration of grants.**

***Prepare City ordinances related to Emergency Management and Hazard Mitigation.**

***Facilitate the coordination of public presentations for Emergency Preparedness.**

***Make public education presentations to the community on Emergency Preparedness subjects.**

***Develop and coordinate necessary training to city personnel and ECC team members.**

***Manage and provide guidance to departments CERT program in addition to supervising volunteers.**

***Attend, participate and chair as required a variety of meetings, boards and committees.**

***Research, perform assessments and recommend methods to improve the community's preparedness.**

***Coordinate necessary emergency preparedness efforts with Zone 3, King County, Washington State and the U. S. Department of Homeland Security.**

Perform other duties as assigned.

***Denotes essential functions**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- National Response Plan
- State of Washington and King County Response plans
- National Incident Management System (NIMS)
- Oral and written communication skills
- Correct usage of English grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy.
- Municipal government policies, procedures, and structure; applicable local, state and federal laws, codes, regulations, and ordinances.
- Management and supervisory principles and practices including program planning budgeting, direction, coordination and evaluation.

ABILITY TO:

- Ability to problem solve and work effectively with business owners and employees, City staff, Officials and staff of other agencies, volunteers and the general public.
- Communicate effectively both orally and in writing.
- Organize the responsibilities of the department
- Analyze and use data effectively and assess situations quickly to make sound decisions in emergency situations.

- Speak effectively in public before diverse groups
- Withstand public scrutiny and constant review of work product
- Solve sensitive problems both minor and major
- Prepare and direct preparation of comprehensive reports and correspondence
- Multitask
- Use computer software for word processing, spreadsheets, databases and presentations.
- Have excellent analytical and deductive reasoning skills and use sound, practical judgment.
- Work independently with little direction.
- Plan and organize work
- Meet schedules and time lines
- Train, supervise and evaluate personnel.
- Act in a supervisory capacity.
- Plan, prioritize, coordinate and oversee work programs and schedules, review work performance and evaluate assigned staff within the scope of authority in a manner conducive to proficient performance and high morale.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: A bachelor's degree in Emergency Management, Public Administration, Planning, Business Management or a related field. Verifiable work experience in Emergency Management, Emergency preparedness, Homeland Security or in a related field. Certification as an Emergency Manager preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid Washington State driver's license.

Membership in one or more emergency management related professional associations

WORKING CONDITIONS:

Work is performed in the office and in the field and may include walking, standing, bending, climbing and other physical activities as well as exposure to hazardous materials. Considerable travel may be required.